

September 25, 2008

ADDENDUM No. 1

To

REQUEST FOR QUALIFICATIONS

For

**DESIGN CONSULTANT SERVICES
FOR EMERGENT PROJECTS**

For the

SCHOOL FACILITIES PROJECTS

ISSUED SEPTEMBER 12, 2008

By

THE NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY

PLEASE TAKE NOTICE:

THE DUE DATE FOR RECEIPT OF RESPONSES TO THIS REQUEST FOR QUALIFICATIONS IS HEREBY REVISED TO OCTOBER 8, 2008 (was October 1, 2008).

RESPONSES ARE DUE NO LATER THAN 5:00 PM on Wednesday, October 8, 2008, at the offices of the New Jersey Schools Development Authority located at 1 West State Street (the Wachovia Bank Building), 1st Floor, Trenton, New Jersey 08625-0991, and must be delivered in the manner set forth in the RFQ.

This **ADDENDUM No. 1** includes questions submitted electronically by 5 PM on Monday, September 22, 2008, and answers thereto, clarifications to the RFQ and a list of the intended responding firms. Questions and answers may have been paraphrased in whole or in part. Terms in this Addendum shall have the same meaning as provided in Section 1 of the Agreement, except as otherwise provided herein.

A. FIRMS INTENDING TO RESPOND

List Attached.

B. TIMELY SUBMITTED ELECTRONIC QUESTIONS, AND NJSDA ANSWERS

- B.1 Question:** Will firms presently providing consultant services under task order agreements be permitted to respond to this RFQ?

Answer: Yes, firms presently providing consultant services under task order agreements will be permitted to respond to this RFQ.

- B.2 Question:** The directions for completing Form 201 instruct to indicate the percentage of time each key personnel will spend on "this engagement." As the specific facilities and their respective sizes/scopes of work are not yet known, please advise on how this should be calculated? Should we just indicate the percentage of time each individual would spend on a "typical" project?

Answer: Yes, indicate the percentage of time each individual would spend on a "typical" project.

- B.3 Question:** For each of the three (3) categories of Case Studies requested, are we to include two (2) studies total, or two (2) per consultant on our Team?

Answer: Include two (2) studies total.

- B.4 Question:** The RFQ states that "a sampling of materials specifically and directly utilized in the project must accompany each case study." Could you please further explain exactly what the SDA is looking for here? The phrase "sampling of materials" could be interpreted in several different ways.

Answer: These materials may include samples of reports, design documents, cost estimates, and schedules.

- B.5 Question:** Are we to interpret "Team Design Consultant Experience" as projects that were not necessarily constructed? Or possibly educational projects not completed in New Jersey? These items seem to be the only discernable differences between that Case Study category, and the other two categories, which both say "Design and Construction Experience." If not, please explain the types of projects the SDA would like to see in this "Team Design Consultant Experience" case study category, and how they must differ from the projects listed in the other two categories ("Team NJ School Design and

Construction Experience" & "Team Governmental Design and Construction Experience").

Answer: Team Design Consultant Experience may include similar project experience which is not specifically NJ School or Governmental design and construction experience.

B.6 Question: Do Sub-Consultant firms also have to "electronically sign in," and provide their "Notice of Intent to Participate," or is only the Lead Firm required to do so?

Answer: Only lead firms need sign in.

B.7 Question: Will it be necessary to complete a Form 200 - Preliminary Technical Proposal <http://www.njsda.gov/Business/Doc_Form/rfp/form_200.pdf> and submit it with all other RFQ items?

Answer: No, it is not necessary to complete a Form 200 - Preliminary Technical Proposal.

B.8 Question: Will projects be permitted through DCA?

Answer: Where building permits are required to implement the work, yes.

B.9a Question: Are the requirements in SDA's 21st Century Schools Design Manual to be incorporated in these projects?

Answer: To the extent practicable, the design principles included in the 21st Century Schools Design Manual will be applied to this work.

B.9b Question: If so, are there amendments or Clarifications? We understand there are some typographical errors in the document.

Answer: No amendments or clarifications to the Design Manual are anticipated to be made in regard to this work.

B.10 Question: Will the School Districts be part of the firm Selection process?

Answer: Not for this procurement.

B.11 Question: Are PMFs and/or CMs involved in the projects?

Answer: No.

B.12 Question: Who is the SDA project manager for these projects?

Answer: The SDA Project Manager(s) for these projects have not been identified at this time.

B.13 Question: Without a specific scope of work and associated services how do we establish SBE participation?

Answer: It is the responsibility of each responding Design Consultant to develop a strategy for SBE participation based on their current understanding of the work.

B.14 Question: Key Team Member List: Although not to be included separately, should subconsultant information be included on Form 201 for an all inclusive team list?

Answer: Yes, subconsultant information should be included on Form 201 for an all inclusive team list.

B.15 Question: Key Team Members' Resume: Should resumes be included for subconsultants as well as the prime consultant?

Answer: Yes, resumes must be provided for all Key Team Members.

B.16 Question: Given the three categories of Experience / Sample Case Studies (1. General, 2. NJ School Design and 3. Government Design and Construction Experience), if we have more school-related projects to showcase, should we include those under 1. General Team Design Consultant Experience?

Answer: General Team Design Consultant Experience may include schools experience.

B.17 Question: We currently do not meet the \$10,000,000 pre-qualification requirement for Architecture. We are however currently completing "Site Feasibility Investigation Reports" for 19 of the schools that represent this "emergent work." We are also an SBE. Will you be releasing the list of those firms that have shown an interest in responding to this RFQ so that we can evaluate a possible teaming opportunity?

Answer: Yes, the list of those firms that have shown an interest in responding to this RFQ is attached to this Addendum No. 1.

B.18a Question: Can you clarify what sorts of "sampling of materials specifically and directly utilized in the project" are required to describe team experience for Design, NJ School

Design & Construction, and Government Design & Construction headings. Are you looking for construction documentation? Project schedules?

Answer: Refer to response to question B.4, above.

B.18b Question: Can these materials be submitted in CD format?

Answer: Yes, if provided in the required quantities.

B.19 Question: In the RFQ's Scope of work it mentions various project types, but does not give a listing of the actual projects. Is there currently a list of projects or additional information on the projects that will be associated with this award? If so, can we get a copy?

Answer: The specific projects to be assigned under each contract have not been identified at this time.

B.20 Question: In the RFQ it asks for a full service team. Can the professional team include more than one consultant for the same discipline in the submission so that two sub-consultant teams can be formed to best suit the needs of each project under this award?

Answer: Yes.

B.21 Question: Once the NJSDA awards the selected teams for this solicitation, how will the work be distributed?

Answer: A final determination regarding how projects will be grouped under each contract has not been made at this time.

B.22 Question: Civil engineering is not listed as a required discipline. Is this correct?

Answer: The list of required disciplines is hereby revised to include civil engineering. Refer to C.2 below under clarifications for the complete revised listing of required disciplines.

B.23 Question: For Sections 3 through 5, should each team member submit a brief summary of experience and two case studies? Or do you prefer to have one brief summary of experience and two case studies to represent the entire team?

Answer: It is requested that the latter, one brief summary of experience and two case studies to represent the entire team be provided.

C. CLARIFICATIONS TO THE RFQ

C.1 Wherever indicated for the receipt of responses to this Request for Qualifications, the due date and time are revised from Wednesday, October 1, 2008 at 5:00 PM Eastern Time, to Wednesday, October 8, 2008 at 5:00 PM Eastern Time. The instructions for the receipt of responses are otherwise unchanged.

C.2 In the ADVERTISEMENT, Section “2.” under “To participate in the selection process:”, is hereby revised as follows:

2. The Architectural prime consultant shall have in-house NJSDA prequalification or sub-consultants having NJSDA prequalification in the following required disciplines:

- HVAC Engineering
- Electrical Engineering
- Plumbing Engineering
- Structural Engineering
- *Civil Engineering*
- Asbestos Design
- Asbestos Safety Control Monitoring

All firms (architectural prime consultant and named subconsultants in the required disciplines) must have a current NJSDA prequalification in the specialty discipline(s) for which it is named on the date Proposals are due, October 8, 2008.

If a firm or joint-venture entity submits a Preliminary Proposal as a prime consultant for this engagement, neither the firm nor members of the joint-venture entity shall submit or be named as a prime consultant, as a member of a joint-venture entity or as a subconsultant on any other Preliminary Proposal submitted for this engagement. The NJSDA will not permit a firm or joint-venture entity, who submits a Preliminary Proposal as a prime consultant for this engagement, to be named as a prime consultant, as a member of a joint-venture entity or as a subconsultant on any other Preliminary Proposal submitted for this engagement.

C.3 The fifth paragraph of the REQUEST FOR QUALIFICATIONS is hereby revised as follows:

Any firm responding to this RFQ **must be** classified by the Department of Treasury, Division of Property Management and Construction (“DPMC”) and the NJSDA in the Architecture discipline with a rating of \$10 million or greater **as of the due date for this RFQ**. In addition, the Architectural prime consultant **must be** classified by DPMC and NJSDA in the following required disciplines or have sub-consultants classified by DPMC and NJSDA in

the following required disciplines **as of the due date for this RFQ**: HVAC Engineering, Electrical Engineering, Plumbing Engineering, Structural Engineering, *Civil Engineering*, Asbestos Design, and Asbestos Safety Control Monitoring. RFQ submissions must list the names of the firms who meet the above classifications.

Issued by:

 FOR JP
James Poole

Senior Director

Procurement & Contract Services

Issued: September 25, 2008

**ATTACHMENT A
FIRMS INTENDING TO RESPOND**

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